

Order of Business

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I. CALL TO ORDER: Vice Chairman Soehren called the meeting to order at 4:00pm.

II. ROLL CALL

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|----------------------|---------------|-------------|
| Chairman: | Jeff Moore | Not Present |
| Vice Chairman: | Shawn Soehren | Present |
| Secretary/Treasurer: | Markus Powell | Present |
| Commissioner: | Jon Frantsvog | Present |
| Commissioner: | Bruce Burke | Present |

Also, Present:

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|--------------------------------|-----------------|
| Airport Manager | Kelly Braun |
| Airport Administrative Officer | Laurie Kasian |
| Airport Operations Supervisor | Channing Wagner |
| Mead & Hunt Engineer | Rod Senn |
| City Commissioner | Dr. Robert Baer |
| Stark County Commissioner | Cory White |
| GAT Manager | Samuel Chavez |
| Western Edge Aviation | Travis Chamness |

Additions to the Agenda: Additional Bills Payable in the amount of \$4,426.02.

III. Approval of the Consent Agenda

1. Minutes of regular meeting dated March 12th, 2024.
2. Accounts Payable
3. Check Report
4. March 2024 Financial Statements
5. Runway Construction, Snow Removal Equipment & Terminal Concept & Budget Report Invoices

Discussion: No discussion.

Motion: "I move to approve the consent agenda and additional bills payable." – Jon Frantsvog

Seconded: Markus Powell

Motion carried Unanimously.

IV. MANAGER’S REPORT

- Airport Manager Kelly Braun stated he did not have any updates for the manager’s report.

V. ENGINEER’S REPORT

- Mead & Hunt Engineer, Rod Senn reported the cable tray for the localizer has not arrived but is on order. FAA will install the cable tray once it arrives.

Regular Meeting - Dickinson Municipal Airport Authority – April 3rd, 2024

- The auto coupling NOTAM (Notice to Airman) on the ILS approach is still in place. Bismarck Tech Ops will be able to resolve administratively.
- The aerial photography for FAA AGIS (Airport Geographic Information Systems) has been completed and will be added to the Airport Layout Plan and submitted to the ADO (Airport Division Office) for final approval.
- There are three open reimbursable agreements with FAA. The request will be to reallocate the remaining funding for the terminal project.
- Taxiway A Lighting is overall complete except for a few cleanup items. The flight check has been completed for the REILS (Runway End Identifier Lights) on Runway 07/25. Runway 07 PAPIs (Precision Approach Path Indicators) flight check will be completed in the next two weeks.
- The MB5 snow removal equipment has a radio issue. Oshkosh Corporation will pick up and repair the issues with the Oshkosh high-speed broom. Delivery of the ARFF (Aircraft Rescue and Fire Fighting) vehicle is February 2025.
- The pavement marking project will be advertised for bid opening at the end of March.
- Terminal and Concept Budget report is complete. The funding will be submitted with state grant applications along with terminal design. An independent fee review will need to be completed on the terminal.
- The pavement rehabilitation project has miscellaneous cleanup items that will be completed in the next few weeks.
- ARFF truck delivery is scheduled for February 2025.
- ARFF Building Expansion: An updated set of plans will be sent this week for review. The project will be bid in June and completed early next year.
- Four bids were received for Runway 14/32 pavement markings bid letting. Two bids were not read because of terms of state law. The low bid was from Fahrner Asphalt Sealers, LLC and the next bid received was from HiLite Airfield Services, LLC. The project will be included in the state grant applications next week.

VI. REGULAR AGENDA

1. ITEMS REQUIRING BOARD ACTION

A. BIL 3-38-0013-050-2023 Outlay 9 – Taxiway A & Runway 7-25 Lighting & Airfield Pavement Rehabilitation

Discussion: No discussion.

Motion: “I move to approve BIL 3-38-0013-050-2023 Outlay 9 for Reimbursement in the amount of \$3,128.44.” – Markus Powell

Seconded: Bruce Burke
Motion Carried Unanimously

B. NDAC Non-Federal Reimbursement Request No. 9 – Taxiway A & Runway 7-25 Lighting & Airfield Pavement Rehabilitation

Discussion: No discussion.

Motion: “I move to approve NDAC Non-Federal Reimbursement Request No. 9 for reimbursement in the amount of \$173.80.” – Bruce Burke

Seconded: Markus Powell
Motion Carried Unanimously

C. 2023 Ratified Budget

Discussion: No discussion.

Motion: “I move to approve the ratified budget for 2023 and authorize the Administrative Officer to make the changes in QuickBooks.” – Jon Frantsvog

Seconded: Bruce Burke
Motion Carried Unanimously

D. Banking Services

Motion: No motion was made.

E. Department of Transportation – Essential Air Service

Discussion: Airport Manager Braun stated essential air service contract is normally for two years. This proposal is a three-year proposal and there would not be a change in service with the proposal.

Motion: “I move to approve the Airport Manager to draft a letter in support of SkyWest essential air service proposal to the Department of Transportation on behalf of the Dickinson Municipal Airport Authority.” – Markus Powell

Seconded: Bruce Burke
Motion Carried Unanimously

2. ITEMS NOT REQUIRING BOARD ACTION

A. GA/Commercial Service Reports – March 2024

Discussion: Airport Manager Braun stated enplanements were 2215 for March and an 85% load factor. There was an increase of families traveling on leisure travel for the month of March.

B. Parking & Car Rental Reports – March 2024

Discussion: Airport Manager Braun stated Hertz car rental revenue is down for the month of March.

C. Old Business

Regular Meeting - Dickinson Municipal Airport Authority – April 3rd, 2024

Discussion: No discussion.

D. Other

Discussion: No discussion.

VI. ADJOURNMENT

1. Motion to Adjourn Airport Board Meeting – Bruce Burke
Seconded: Markus Powell
Motion Carried Unanimously – Meeting Adjourned at 4:49pm on April 3rd, 2024.

OFFICIAL MINUTES PREPARED BY:

Laurie Kasian, Airport Administrative Officer

APPROVED BY:

Municipal Airport Authority

Date: _____